



THE GEORGIA ARCHIVES

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Records and Information Management Services

State Agency Specific Schedules For Community Affairs, Dept. of

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Affordable Housing Disposition Program (AHDP) Compliance Reports		5 years		Temporary-Short Term		98-0007
Affordable Housing Disposition Program (AHDP) Compliance Reports		5 years		Temporary-Short Term		98-0007
Affordable Housing Projects Master Files		Retain for 35 years after close		Temporary - Long Term		0428-019
Affordable Housing/HOME HTF Projects and Loans		Length of loan plus 5 years		Temporary - Long Term		0428-016

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
AmeriCorps Program Records		7 years after submission of final expenditure report		Temporary - Short Term		0428-023
Annexation Reports		Permanent		Permanent		0428-010
ARC Revolving Loan Fund Program		10 years after end of the calendar year in which the loan is paid in full		Temporary-Short Term		0428-026
Authorities Registration Files	Annual Authorities Registration Form with original signatures, copy of resolutions, certification letters, and other related correspondence	20 years		Temporary-Long Term		2000-0009
Background Investigation Files	Consent forms and resulting background investigation reports	3 years		Temporary-Short Term		99-0005

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Bond Administration Files		40 years		Temporary-Long Term		98-0013
Cancelled and Rejected Underwriting Packages	Underwriting documents related to the review and rejection or cancellation of Single Family Program Loans	2.5 years		Temporary-Short Term		97-0003
CDBG Audits	Documents the audit process for federally funded Community Development Block Grant (CDBG) program	20 years from the end of the calendar year in which the audit is completed	24 CFR 570.490(d)	Temporary-Long Term		0428-037
CHDO Operating Assistance Program-Non Selected Applications	Applications not funded	5 years from the end of the fiscal year in which the application is submitted		Temporary-Short Term		0428-032

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
CHDO Operating Assistance Program-Selected Applications	Applications funded	5 years from the end of the fiscal year in which final disbursement is made on the loan		Temporary-Short Term		0428-031
CHDO Pre-Development Loan Program-Non Selected Applications	Documents relating to pre-development applications which were not funded	5 years from the end of the fiscal year in which the application is submitted		Temporary-Short Term		0428-030
CHDO Pre-Development Loan Program-Selected Applications Not Resulting in Construction Project	Documents relating to pre-development loans made which did not result in a construction and permanent loan from DCA	5 years from the end of fiscal year of forgiveness of the pre-development loan or full payment of pre-development loan		Temporary-Short Term		0428-029

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
CHDO Pre-Development Loan Program-Selected Applications Resulting in Construction Project	Documents relating to pre-development loans made which resulted in a construction project and permanent loan from DCA	5 years from the end of the fiscal year in which the construction loan converts to a permanent loan		Temporary-Short Term		0428-028
Commissioner's Subject Files	Documents relating to formulating and administering policies, procedures, and programs	2 years		Temporary-Short Term	Transfer to Archives for permanent retention	80-232
Community Development Block Grant (CDBG) Denied Applications		6 years		Temporary-Short Term		97-0055
Community Planning and Development (701) Program Files		1 year		Temporary-Short Term	Transfer to Archives for permanent retention	74-7

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Emergency Shelter Grants Program (ESGP) Files		4 years	24 CFR 576.87	Temporary-Short Term		97-0004
Empowerment Zone/Renewal Community Program	Documents relating to the Empowerment Zone program	13 years	7 CFR 25.606	Temporary-Short Term		0428-039
Existing Housing Program-Ineligible Applicant Files	Documents relating to ineligible applicants	3 years		Temporary-Short Term		84-36-A
Georgia Dream Single Family Development Program-Non Selected Applications	Applications not funded	5 years from the end of the calendar year in which the application is submitted		Temporary-Short Term		0428-034

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Georgia Dream Single Family Development Program-Selected Applications	Applications funded	5 years from the end of the calendar year of the project completion date or 5 years from the affordability period terminates		Temporary-Short Term		0428-033
Georgia Energy Fund Program Files	Documents relating to providing Georgia Energy Fund loans or combination loan/grants to housing owners for energy conservation improvements	9 years		Temporary-Short Term		89-069
Georgia Future Communities Commission Administrative Files		10 years		Temporary-Short Term	Transfer to Archives for permanent retention	2000-0017-01

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Georgia HAP Administrators QC Reviews		3 years after termination of HAP subcontract	CFR 24.85.42	Temporary - Short Term		0428-011
Governor's Emergency Fund Program Files		10 years		Temporary-Short Term		97-0040
HCV Homeownership Program	Documents relating to the Housing Choice Voucher (HCV) for Homeownership Program	3 years from the end of the calendar year that client no longer participates in the program	24 CFR 982.158(e)	Temporary-Short Term		0428-041
HOME Again Program		7 years		Temporary - Short Term		0428-007
Home Buyer Education Agreements		3 years		Temporary - Short Term		0428-003
Home Equity Conversion Mortgages (HECM)		40 years		Temporary - Long Term		0428-001

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
HOME Program - General Files	Documents tracking fund allocation and disbursement for the HOME Investment Partnership program (HOME)	7 years from the start of the fiscal year in which funds were received by DCA	24 CFR 92.508(c)	Temporary-Short Term		0428-040
Housing Counseling Agreements		4 years		Temporary - Short Term		0428-004
Housing Opportunities for Persons with AIDS (HOPWA) Program Files		4 years		Temporary-Short Term		98-0009
Housing Quality Standards Inspections Files		3 years		Temporary-Short Term		97-0013
Insurance Policy Declarations		50 years		Temporary-Long Term		98-0047
Insurance Policy Files		6 years		Temporary-Short Term		98-0048

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Internal Revenue Service (IRS) 1099-MISC Forms		7 years	26 CFR 301.6511(d)	Temporary-Short Term		98-0008
Journal Entries Files	Posting on all the financial transactions for the Authority	10 years		Temporary-Short Term		85-26
Latin American and Canadian Affairs Unit Subject Files	Documents relating to over-all administration of the Latin American and Canadian Unit and its work in developing economic contacts with Latin American and Canadian businesses	1 year		Temporary-Short Term		74-34
Latin American Trade Mission Program Files	Documents relating to the planning and conduct of trade missions to Latin America	3 years		Temporary-Short Term	Transfer to Archives for permanent retention	74-35

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
LIHTC Records of Non-compliance (8823s)		Retain for 6 years after close		Temporary - Long Term		0428-018
LIHTC/HOME Working Files		4 years		Temporary - Short Term		0428-021
Loans for Industry Program Files	Rejected applicants and associated paperwork	5 years		Temporary-Short Term		2001-0003-01
Local Assistance Grant Program Files		10 years		Temporary-Short Term		97-0042
Local Development Fund Grant Files		10 years		Temporary-Short Term		97-0041
Local Government Surveys	Completed survey forms	5 years for finance surveys; 3 years for all other surveys		Temporary-Short Term		97-0015
Low Income Housing Tax Credit Compliance Reports		4 years		Temporary-Short Term		97-0020

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Mortgage Accounting Journals		Copies 2 years; Microfilm 8 years		Temporary-Short Term		98-0054
Mortgage Deposit Tickets		5 years		Temporary - Short Term		0428-002
Mortgage Deposit Tickets	Copies of mortgage deposit tickets and deposit summary statements	2.5 years		Temporary-Short Term		98-0050
Mortgage Escrow Analysis Statements	Copies of mortgage escrow analysis statements, which are mailed to each State Home Mortgage borrower	7 years		Temporary-Short Term		98-0005
Mortgage Interest Statements (IRS Form 1098)	Copies of mortgage interest statements (IRS Form 1098) which are mailed to each mortgagee serviced by State Home Mortgage	7 years		Temporary-Short Term		98-0004

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Mortgage Servicer Ledgers Reports		5 years		Temporary-Short Term		89-0094-A
Performance Audit Working Papers		5 years		Temporary-Short Term		97-0074
Permanent Supportive Housing Program-Non Selected Applications	Applications not funded	5 years from the end of the calendar year in which the application is submitted		Temporary-Short Term		0428-036
Permanent Supportive Housing Program-Selected Applications	Applications funded	5 years from the end of the calendar year of the project completion date		Temporary-Short Term		0428-035
Regional Development Center (RDC) Comprehensive Annual Financial Reports	Original bound volumes of annual financial reports for each RDC	8 years		Temporary-Short Term		99-0020

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Regional Development Center (RDC) Contract Files		6 years		Temporary-Short Term		99-0019
Rejected Affordable Housing Applications		4 years		Temporary-Short Term		97-0001M
Rejected Local Development Fund Applications		3 years		Temporary-Short Term		97-0039
Rental Assistance Claim Files		7 years		Temporary-Short Term		84-0037-A
Rental Assistance Contract Files (Field Offices)		3 years		Temporary-Short Term		97-0038
Rental Assistance Fraud Files	Documents fraud investigations of Section Eight (8) Existing Housing Assistance Program participants by Rental Assistance Compliance Officers	4 years	O.C.G.A. 17-3-1(c)	Temporary-Short Term		0428-038

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Rental Assistance Informal Hearing Files		3 years		Temporary-Short Term		97-0014
Rental Assistance Probability Files		3 years		Temporary-Short Term		97-0011
Rental Assistance Program Financial and Management Computer Reports	All financial records of rental assistance that are on printouts	6 years		Temporary-Short Term		84-103
Rental Assistance Promissory Notes		3 years		Temporary-Short Term		97-0012
Rental Rehabilitation Program Satisfied Loans		3 years		Temporary-Short Term		98-0010
Rural Rental Housing Development Fund - No Project Application Received		5 years		Temporary - Short Term		0428-008
Rural Rental Housing Development Fund - Selected Loan Applications		24 years		Temporary - Long Term		0428-009

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Rural Rental Housing Development Fund - Unselected RFQ Responses		5 years		Temporary - Short Term		0428-005
Single Family Lender and Servicer Files		40 years		Temporary-Long Term		97-0035
State Funded Economic Development Programs-Denied Applications	Documents denied or withdrawn applications for the programs of the Office of Economic Development	6 years after the end of the calendar year in which the application is denied		Temporary-Short Term		0428-027

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
State Home Mortgage Foreclosed Loans	State Home Mortgage was created by the Georgia Housing and Finance Authority (GHFA) in 1994 to provide in-house loan servicing capabilities for Authority financed single family and multifamily mortgage loans; this schedule documents the foreclosed loans.	7 years after the end of the calendar year in which the loan is foreclosed		Temporary - Short Term		0428-025
State Home Mortgage Paid-Off Loan Files		Life of mortgage plus 4 years		Temporary-Long Term		98-0012-02

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
State-Funded Economic Development Programs Records	Documents the programs of the Office of Economic Development which provide state funded grants and tax credits to local governments, development authorities, regional development centers, and businesses.	15 years after submission of final expenditure report		Temporary - Long Term		0428-024
Tax Credit Allocation Files		35 years		Temporary-Long Term		97-0005M
Tax Credit Allocations		35 years		Temporary - Long Term		0428-022
Tourism Prospects Files	Documents relating to tourist attractions, consultants, and travel investment prospects	1 year		Temporary-Short Term	Transfer to Archives for permanent retention	73-577

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Tourism Research Information Files	Documents relating to tourist attractions and tourism generally	5 years		Temporary-Short Term	Transfer to Archives for permanent retention	73-576
